

RESIDENTIAL PERMIT SUBMITTAL GUIDE



Where Quality Is A Lifestyle

NEW CONSTRUCTION
ADDITIONS
RENOVATIONS / REPAIRS
ALTERATIONS / REMODELS

Permits and Inspections Department

140 Stonewall Avenue West, Suite 201

Fayetteville, GA 30214

Phone: 770-305-5403 Fax: 770-305-5258

Web: http://www.fayettecountyga.gov/bldg_permits/infobldg.asp

EFFECTIVE July 1, 2008

RESIDENTIAL SUBMITTAL GUIDE

The following is an outline of the requirements for a **residential** submittal. This list is for reference purposes only and may not include all items needed to complete the plans examination process. Complete and accurate submittals help expedite the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions from county staff. Please use the following guidelines to assure that your application includes all of the information necessary for a timely review of your plans.

SUBMITTAL CHECKLIST

- _____ Permit Application.
- _____ “Structure Specifics” worksheet.
- _____ Original Affidavits for Electrical, Mechanical, Fuel Gas and Plumbing as applicable.
- _____ Residential and General Contractors License copies as applicable
- _____ Authorize Permit Agent form as applicable
- _____ Qualifying Agent change of information form **if** applicable
- _____ Plans and Supporting Construction Documents
- _____ Energy Code Compliance Documentation as applicable.
- _____ Electrical Calculations as applicable.
- _____ **Recorded Property Deed (obtain through Superior Court)**
- _____ Recorded Plat that matches recorded deed (obtain through Superior Court) **if not in a subdivision. If lot is in a subdivision, a plat of the lot from the subdivision plat will be used. Complete in accordance with “Plat Requirements for Permit Applications.”**
- _____ **For New Residences**, provide the Septic Tank Permit. **For all other submittals**, provide plat (must be recorded plat if not in a subdivision). Environmental Health must indicate septic tank, field, and replacement filed locations on this plat.
- _____ If not on a municipal water supply, provide well permit. This must be indicated on the septic tank permit.
- _____ Water meter receipt for a new residence.
- _____ Approved driveway cut permit from the Engineering Department if a county road.
- _____ Copy of Georgia State DOT permit for all driveway cuts off of a state highway.

NOTE: An Erosion and Sediment Control Plan and Disturbed Acre Fee may be required by the Engineering Department for new single family construction if not previously satisfied by the developer. Fees will be due at permit issuance.

GENERAL REQUIREMENTS FOR SUBMITTAL

- One (1) complete set of plans and supporting construction documents is required.
- All pages of the plans shall be on the same size paper. The minimum size of plans allowable is 11" x 17". Plans shall be firmly bound on one edge. Plans must be legible and clear for electronic imaging. All plans and details are to be drawn to a minimum 1/8" scale.
- All construction documents must show in detail that the proposed work will be in accordance with the construction codes.

PLAN REQUIREMENTS AND SUPPORTING CONSTRUCTION DOCUMENTS

- Refer to the "Standards for Residential Plans and Construction Documents" guide for detailed requirements.

OTHER REQUIREMENTS

- A survey of the lot and foundation shall be required to verify that the building or structure is located within the designated setbacks and in accordance with the approved plans for the following:
 1. For all newly constructed single-family dwellings.
 2. For residential accessory structures and additions located within two feet of the setback, floodplain and/or watershed protection areas.
- The foundation survey shall occur after concrete is placed and shall be submitted to and approved by the Fayette County Planning & Zoning Department and Engineering Department prior to the commencement of any framing operations or work. It shall be unlawful to commence any framing operations or work until the foundation survey is approved by the Fayette County Planning & Zoning Department and Engineering Department.
- **Facilities Required.** Sanitary facilities shall be required during construction, remodeling or demolition activities.

All information must be to scale, legible and in ink.

PLAT REQUIREMENTS FOR PERMIT APPLICATIONS

Plat on which floodplain areas, waterbodies, watershed protection buffers and setbacks, and easements are indicated. This plat or survey must also indicate the following:

- Location of all existing and proposed structures drawn to scale and identified (house, barn(s), swimming pool, garage, etc.)
- Dimensions of proposed structure (length and width).
- Distance lines drawn from each property line to the closest part of the proposed structure.
- Location and shape of all existing and proposed driveways.

RESIDENTIAL FEE SCHEDULE

Permit Fees: \$50.00 or \$0.21 X total square footage, whichever is greater.

FOR DETERMINING TOTAL SQUARE FOOTAGE, INCLUDE AREAS WITHIN THE SURROUNDING EXTERIOR WALLS. AREAS OF THE STRUCTURE NOT PROVIDED WITH SURROUNDING WALLS SHALL BE INCLUDED IN THE BUILDING AREA IF SUCH AREAS ARE INCLUDED WITHIN THE HORIZONTAL PROJECTION OF THE ROOF OR FLOOR ABOVE.

Impact Fees: Residential - \$600.57

New structures only (does not apply to additions, remodels, accessory structures, etc.)

HELPFUL TELEPHONE NUMBERS

CALL BEFORE YOU DIG	811
Department of Transportation	706-646-6566
Fayette County Clerk of Superior Court	770-716-4290
Water System	770-461-1146
Environmental Health (Septic Tanks/Fields) – Suite 200	770-305-5415
Fayette County Permits & Inspections Department – Suite 201	770-305-5403
Fayette County Stormwater Department – Suite 203	770-305-5410
Fayette County Planning & Zoning Department – Suite 202A	770-305-5419

Any questions you may have concerning the Permit Submittal process should be directed to:

Wendy Brown – (770) 305-5132

Steve Tafoya - (770) 305-5127

Joe Scarborough - (770) 305-5130

****NOTICE****

**ANY WORK CONCEALED BEFORE THE
NECESSARY INSPECTION HAS BEEN APPROVED
WILL REQUIRE AN ENGINEERS EVALUATION SIGN-
OFF OR TO BE PROPERLY EXPOSED FOR THE
INSPECTION.**